



STATE OF WASHINGTON
DEPARTMENT OF ENTERPRISE SERVICES

1500 Jefferson Street SE, Olympia, WA 98501

You are invited to a
VENDOR FORUM
For
TRAVEL SERVICES – AGENT ASSISTED AND INTERNET BASED

The Department of Enterprise Services (DES) and the State Travel Team invite you to attend a Vendor Forum to discuss the upcoming bid for Contract 01913; Travel Services (Category One – Agent Assisted, and Category Two – Internet Based). This bid replaces Contracts 00309 and 07406, both scheduled to expire September 30, 2013 and which be viewed at:

<https://fortress.wa.gov/ga/apps/ContractSearch/ContractSearch.aspx>

For bidder convenience (attendance is optional), three sessions will be conducted:

<u>Date</u>	<u>Time</u>	<u>Location</u>
June 13	9:00 am to 11:00 am	Natural Resources Building – Olympia
June 14	10:00 am to 12:00 pm	US Small Business Administration – Seattle
June 19	10:15 am to 12:15 pm	Spokane Convention Center – Spokane*

The vendor forum is an opportunity for interested bidders to meet the State Travel Team and hear how they currently do business, challenges experienced, criteria for choosing an agent assisted contractor(s), and expectations of the future contract. Most importantly, however, it is an opportunity for interested bidders to share standard industry practices, cost saving initiatives, challenges of being a state contractor, and suggestions for ensuring an open and competitive process.

Representatives from DES's Supplier Diversity Program, the Office of Minority and Women Business Enterprises, and the Department of Veterans Affairs may also be in attendance to discuss the state's supplier diversity goals.

Agendas are attached and are subject to change.

SEATING IS LIMITED: please RSVP Jessica Smith at (360) 407-8408 or Jessica.smith@des.wa.gov by June 6, 2013 to reserve seating. Please indicate which location you will be attending.

We look forward to meeting you.

*Note: this session will be conducted as a component of DES's annual Vendor Conference

OLYMPIA LOCATION

Date: June 13, 2013
Time: 9:00 am to 11:00 am
Location: Department of Natural Resources Building
1111 Washington Street SE, Olympia – First Floor
Required attendees: State Travel Team
Optional attendees: Interested Bidders for Travel Services Contract Bid #01913

<i>Time</i>	<i>Topic</i>
9:00 am	<ul style="list-style-type: none">▪ Welcome and Introductions<ul style="list-style-type: none">▪ State Travel Program Team Members▪ Attendees
9:25 am	<ul style="list-style-type: none">▪ Purpose of the Vendor Forum
9:30 am	<ul style="list-style-type: none">▪ Overview of State's Travel Program Requirements<ul style="list-style-type: none">▪ Past▪ Present▪ Future
9:45 am	<ul style="list-style-type: none">▪ Supplier Diversity Presentation
10:00 am	<ul style="list-style-type: none">▪ Projected Schedule of Events
10:05 am	<ul style="list-style-type: none">▪ Floor open for Vendor:<ul style="list-style-type: none">▪ Questions▪ Best Practices▪ Challenges▪ Suggestions
10:55 am	<ul style="list-style-type: none">▪ Closing Remarks

Directions: From I-5, take Exit 105 to State Capitol/City Center. Take Exit 105A on the left toward State Capitol/City Center. Turn slight right onto 14th Ave SE, pass through one round about, proceed through tunnel. Turn right onto Capitol Way South. Turn right onto 11th Ave SE. Turn right on Washington St. SE.

Parking: <http://www.des.wa.gov/services/Travel/Parking/Pages/ParkVisitor.aspx>

SEATTLE LOCATION

Date: June 14, 2013
Time: 10:00 am to 12:00 pm
Location: US Small Business Administration
2401 4th Ave South, Suite 450, Seattle, 98121
Required attendees: State Travel Team
Optional attendees: Interested Bidders for Travel Services Contract Bid #01913

<i>Time</i>	<i>Topic</i>
10:00 am	<ul style="list-style-type: none">▪ Welcome and Introductions<ul style="list-style-type: none">▪ State Travel Program Team Members▪ Attendees
10:25 am	<ul style="list-style-type: none">▪ Purpose of the Vendor Forum
10:30 am	<ul style="list-style-type: none">▪ Overview of State's Travel Program Requirements<ul style="list-style-type: none">▪ Past▪ Present▪ Future
10:45 am	<ul style="list-style-type: none">▪ Supplier Diversity Presentation
11:00 am	<ul style="list-style-type: none">▪ Projected Schedule of Events
11:05 am	<ul style="list-style-type: none">▪ Floor open for Vendor:<ul style="list-style-type: none">▪ Questions▪ Best Practices▪ Challenges▪ Suggestions
11:55 am	<ul style="list-style-type: none">▪ Closing Remarks

Directions: From I-5, take Exit 165, Seneca Street, on left. Turn right onto 4th Avenue, 2401 4th Avenue is on your left (just past Battery Street)

Parking: there are numerous paid parking lots in the immediate area

SPOKANE LOCATION

Date: June 19, 2013
Time: 10:15 am to 12:15 pm
Location: Spokane Convention Center*
334 West Spokane Falls Blvd., Spokane, 99201
Required attendees: State Travel Team
Optional attendees: Interested Bidders for Travel Services Contract Bid #01913

*Note: this session will be conducted as a component of DES's annual Vendor Conference

<i>Time</i>	<i>Topic</i>
10:15 am	<ul style="list-style-type: none">▪ Welcome and Introductions<ul style="list-style-type: none">▪ State Travel Program Team Members▪ Attendees
10:40 am	<ul style="list-style-type: none">▪ Purpose of the Vendor Forum
10:45 am	<ul style="list-style-type: none">▪ Overview of State's Travel Program Requirements<ul style="list-style-type: none">▪ Past▪ Present▪ Future
11:00 am	<ul style="list-style-type: none">▪ Supplier Diversity Presentation
11:15 am	<ul style="list-style-type: none">▪ Projected Schedule of Events
11:20 am	<ul style="list-style-type: none">▪ Floor open for Vendor:<ul style="list-style-type: none">▪ Questions▪ Best Practices▪ Challenges▪ Suggestions
12:15 am	<ul style="list-style-type: none">▪ Closing Remarks

Event Attendee Parking

[Click for printable parking map](#)

Directions for Event Attendees

From I-90: [Google Map](#)

From I-90 take Division St. (Newport/Colville) Exit 281. Off ramp turns into northbound Division St. Continue north to Spokane Falls Boulevard, turn left onto Spokane Falls Boulevard. Just after the next light, turn right onto Spokane Falls Court. The parking garage is under the Exhibit Halls.

From North Division (Highway 2 & Highway 395): [Google Map](#)

Continue southbound on Division Street (Highway 2/395) to Spokane Falls Boulevard, turn right onto Spokane Falls Boulevard. Just after the next light, turn right onto Spokane Falls Court. The parking garage is under the Exhibit Halls.